

**The Future of  
The State Historical Records Advisory Board  
(SHRAB)**

**Working Together to Build Our Future**

**October 30-31<sup>st</sup>, 2006**

**STRATEGIC PLAN  
November 2006 – November 2009**



**Proceedings provided by:**

**David Halley**

**Facilitator**

**True North Organizational Development Services**

**919-552-4109**

**[halleydave@aol.com](mailto:halleydave@aol.com)**

# The Future of SHRAB

Working Together to Build Our Future

## Retreat Agenda

### MONDAY, OCTOBER 30, 2006

- |                   |  |
|-------------------|--|
| 1:00 PM - 1:30 PM | RETREAT OVERVIEW   |
| 1:30 PM - 2:30 PM | VISION - THE FUTURE WE WANT TO CREATE<br>Discovering Our Common ideal future and direction |
| 2:30 PM - 3:30 PM | AREAS TO FOCUS ON<br>What do we need to focus on to make our vision a reality?             |
| 3:30 PM - 4:00 PM | TAKING A STAND<br>What do you personally think we need to focus on?                        |
| 4:00 PM - 5:00 PM | NARROWING OUR FOCUS TO BE SUCCESSFUL<br>We can't do it all, so what should we focus on?    |

### TUESDAY, OCTOBER 31, 2006

- |                   |   |
|-------------------|---|
| 8:30 AM - 9:15 AM | GOAL STATEMENTS<br>What is the goal of our focus area?                          |
| 9:15 AM - NOON    | DEVELOPING STRATEGIES<br>How are we going to do it?                             |
| NOON - 1:00 PM    | LUNCH   |
| 1:00 PM - 2:00 PM | ORGANIZING TO DO THE WORK<br>How do we organize ourselves to get the work done? |
| 2:00 PM - 2:30 PM | NEXT STEPS, CLOSING, & EVALUATIONS  |

## **Objectives for Retreat**

**For every member of the board come away with a clear vision of priorities, with an action plan to achieve those priorities, and a commitment to seeing the action plan implemented.**

## **LIST OF PARTICIPANTS**

**October 30 -31, 2006**

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**Madeleine B. Perez**  
**Jesse R. (Dick) Lankford, Jr.**  
**Jeffrey J. Crow**  
**Boyd Cathey**  
**Ben F. Speller, Jr.**  
**Harry (Hal) Keiner**  
**Sarah Koonts**  
**Glenda Montague**  
**Andrea Gabriel**  
**David Brook**  
**Janis G. Holder**  
**Suellyn A. Lathrop**  
**Howard L. Burchette**

**David Halley**

**Facilitator, True North OD Services**

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**State Historical Records Advisory Board of North Carolina**  
**Mission Statement:**

*SHRAB of North Carolina is a central advisory body for historical records planning and project assistance in this state. The SHRAB works on the state level to insure that the purposes and goals of the National Historical Publications and Records Commission are implemented. The SHRAB accomplishes this by serving as a coordinating body to facilitate cooperation and communication among historical records repositories and with other information agencies within the state. Its major tasks are:*

1. To solicit, review and assess grant proposals for the National Historical Publications and Records Commission (NHPRC) funding in our state and to offer grant consultation to potential applicants;
2. To conduct studies assessing and defining historical records conditions and needs in our state;
3. To develop and keep current a statement of priorities for historical records programs in our state, identifying particular priorities for board actions and for grant funding; and
4. To serve as an advocate for historical records in North Carolina, promoting and developing programs to raise public awareness of the importance, value and condition of state's recorded heritage.

## **ENVISIONING A SUCCESSFUL STATE HISTORICAL RECORDS ADVISORY BOARD**

Participants were asked to reflect on the following question:

***What do you want this organization to be, become or to be known for?***

Each was asked to jot down several short sentences of what they would like the organization to be, to become, or be known for in three years. Sentences were collected and grouped based on similarities. Mini teams were then formed and were asked to take an assigned grouping and create a vision statement element that started with "Our shared vision is ...".

The following are the vision statement elements prepared by the mini groups and supported by entire group:

- ❖ **Our shared vision is that there is an increased awareness of the overall importance and value of records in North Carolina.**
- ❖ **Our shared vision is that there is an increased awareness of the usefulness of records for legal, administrative and historical purposes.**
- ❖ **Our shared vision is that we are a major source for grant awards.**
- ❖ **Our shared vision is that our advocacy has created funding that has allowed us to build and sustain the advisory board's ability to carry out its mission.**
- ❖ **Our shared vision is that we have a dedicated staff person for support of the advisory board.**
- ❖ **Our shared vision is that we have strengthened our relationship with Archival and historical institutions statewide through our field services support program for all North Carolina Archives.**
- ❖ **Our shared vision is that we have become a network of first responders for disaster relief and disaster preparedness.**



- ❖ Our shared vision is that we are fulfilling our mission as the central advisory board for historical records planning and project assistance in North Carolina.
- ❖ Our shared vision is that we have generated and supported training to small groups statewide.
- ❖ Our shared vision is that we have directed large conferences on critical archival issues at least every three to four years.
- ❖ Our shared vision is that we have completed our training manual and that it is regularly updated and revised.

□

## AREAS TO FOCUS ON

Participants were asked to develop a list of areas they felt the State Historical Records Advisory Board needed to focus on to make their vision a reality. Individuals shared their focus areas and the group identified the following focus area groupings:

### 1. SELF SUFFICIENCY (Visibility, Funding and Legal Foundation)

- To work toward the capability of carrying out our mission with some degree of self-sufficiency and/or state support, should such an eventuality arise (i.e. the cessation of operational support from the NHPRC)
- Become a supported entity of the NC Office of Archives and History through legislative mandate.
- Continuity and funding for SHRAB
- Becoming more visible to NC legislature through pertinent and relevant programs and activities (including services to the field)

### 2. FIELD SERVICES

- Field Services
- Providing Field Services
- Fund a SHRAB office with a full time coordinator
- Providing field services
- Consultant – “One Stop Shop”
- Delivered in the field

### 3. INTERMEDIATE TRAINING

- Intermediate training for archivists
- Next level beyond “Boot Camp”

### 4. DISASTER RELIEF

- Develop overall guidelines to protect records (unforeseen phenomenon)

### 5. RAISE PUBLIC AWARENESS

- Public awareness
- An aggressive, coordinated and professional approach
- To raise the awareness of the importance and value of historical records

*Note: #1 Self Sufficiency and #5 Raise Public Awareness were combined to create just one focus area, #1 Self Sufficiency/Awareness*



## PRIORITIZING AREAS OF FOCUS

Participants were asked to do a comparative analysis of each of the four possible focus areas. The following is the result of that comparative analysis with priority rankings:

Voter	Number of Votes For			
	#1	#2	#3	#4
A	2	1	0	3
B	3	1	0	2
C	3	1	0	2
D	2	1	0	3
E	3	0	1	2
F	2	1	0	3
G	1	1	3	1
H	3	1	0	2
I	3	1	0	2
J	2	3	0	1
K	3	1	0	2
L	2	1	0	3
Totals	29	13	4	26
Priority Rank	1 <sup>st</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	2 <sup>nd</sup>

- 1 - SELF SUFFICIENCY/AWARENESS
- 2 - FIELD SERVICES
- 3 - INTERMEDIATE TRAINING
- 4 - DISASTER RELIEF

The participants agreed to focus on the top three priority areas in the next three years. Those three priorities in priority order are:

**#1 – SELF SUFFICIENCY/AWARENESS**

**#2 – DISASTER RELIEF**

**#3 – FIELD SERVICES**

**STRATEGIC PLAN**  
**State Historical Records Advisory Board (SHRAB)**

November 2006 – November 2009

**SELF SUFFICIENCY/AWARENESS**

**GOAL:** To increase SHRAB'S visibility and influence throughout the State

<b>OBJECTIVES</b>	<b>Strategies</b> November 2006 – November 2007
<b>Self Sufficiency</b>	
<ul style="list-style-type: none"><li>□ <i>By September 2007 we will establish the SHRAB as an independent body with statutory standing.</i></li></ul>	<ul style="list-style-type: none"><li>• Draft language for bill to establish SHRAB in G.S. 121 by February 2007. <i>Shepherd: Jeff Crow with help from David Brook</i></li><li>• Secure support of appropriate persons to ensure passage of legislation by April 2007 <i>Shepherd: Jeff Crow with help from David Brook</i></li></ul>
<b>Awareness</b>	
<ul style="list-style-type: none"><li>□ <i>By January 2008 we will establish systems of communication to reach at least 80% of archival repositories about programs and services of the SHRAB.</i></li></ul>	<ul style="list-style-type: none"><li>• Create a SHRAB newsletter and "tip" sheet online by April 2007. <i>Shepherd: Boyd Cathey with help from Ben Speller</i></li></ul>

## DISASTER PREPARENESS

**GOAL: To protect and preserve the documentary heritage of North Carolina from destruction due to natural and man-made disasters.**

Objectives	Strategies November 2007 – November 2009
<b>Preparedness</b>	
<ul style="list-style-type: none"> <li>□ To increase the number of archival repositories with disaster preparedness/response plans in place by 30% by spring of 2009.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a baseline of number of institutions with active plans by spring of 2008 (before planned conference) <i>Shepherd: Madeleine Perez</i></li> <li>• Hold a statewide conference on disaster preparedness and recovery by spring 2008. <i>Shepherd: Dick Lankford</i></li> <li>• Develop and distribute a disaster preparedness tool kit by fall 2008. <i>Shepherd: Sarah Koonts</i></li> <li>• Develop a cooperative network to provide timely assistance after a disaster by spring 2009. <i>Shepherd: Howard Burchette</i></li> </ul>



Objectives	Strategies November 2006 – November 2008
<b>Field Position</b>	
<ul style="list-style-type: none"> <li>□ By July 1, 2008, obtain initial funding for a field service coordinator and administrative support in the State Archives</li> <li>□ By July 1, 2010, obtain permanent funding for the field office.</li> </ul>	<ul style="list-style-type: none"> <li>• Investigate and survey other state's existing field services programs by July 2007. <i>Shepherd: Suellyn Lathrop</i></li> <li>• Collect and analyze NC Echo's data to identify needs of field that will support a field services position by July 2007. <i>Shepherd: Hal Keiner</i></li> <li>• Create a statewide network of local experts that will support the grant and/or who will help coordinate a field services program by December 2007. <i>Shepherd: Janis Holder and friends</i></li> <li>• Write and submit a grant for seed money to support the creation of a field services program by December 2007. <i>Shepherd: Andrea Gabriel</i></li> </ul>
<b>Plan B: Without Funding</b>	
<ul style="list-style-type: none"> <li>□ Without grant funding the SHRAB will look for alternative strategies to create field services program.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop other strategies to create a field services program in the state by July 2008. <i>Shepherd: All</i></li> </ul>

## How Do We Make Sure We Do What We Say We are Going to Do?

The group was asked to list things they could do to help them implement their strategic plan. The following were suggestions:

- ☐ Create three subcommittees organized under the three main focus areas: Self Sufficiency/Awareness, Disaster Preparedness, and Field Services.
- ☐ Meet at least three times a year

Here were some suggestions from the facilitator:

- ☐ Make "Strategic Planning Progress" a regular agenda item at all your meetings. Have subcommittees or shepherds give progress reports.
- ☐ Have shepherds type up a mini work plan on how they plan to accomplish their strategy and share it with group at the next meeting. Format provided in workbook.
- ☐ Monitor your progress throughout the year. Make the plan a living document.
- ☐ At the end of year, review your strategic plan. Do an end of the year report card. Celebrate successes and analyze short falls. Create a new list of strategies to help implement goals/objectives.
- ☐ Start basing your decisions on what you have decided to focus on in the next three years. Start saying "no", and focus your efforts.
- ☐  $ED = RD * CD$



**TRUE NORTH**  
ORGANIZATIONAL DEVELOPMENT SERVICES



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